

## MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Pass for Fort Richardson (Post Commander Policy #24-15)

1. Contractors and all other eligible non-DoD civilians requiring regular access (three days per week or more) for 12 months or more to Fort Richardson for official business must apply for an Installation Pass through their sponsoring activity or company. i.e. DOL, DPW, DOC, DCA, AAFES, JOC, etc. The request will only be submitted using the Fort Richardson Installation Pass/Access Roster Request Form (Encl 1) and will include the following information:

- a. Sponsoring Agency
- b. Contract number and contract expiration date, if applicable
- c. Company/agency name (of person requesting Installation Pass), address, and phone number
- d. Reason for requesting access to Fort Richardson
- e. Each individual's full name, social security number, driver's license number and state, and the individual's signature authorizing release of Privacy Act Information, are required on the request form. The list must include the required Privacy Act Statement (see enclosed Fort Richardson Installation Pass/Access Roster Request Form for the Privacy Act Statement). Requests not containing the Privacy Act Statement and each individual's signature acknowledging they have read and understand the Privacy Act Statement and consent to release of the requested information will be returned to the sponsoring activity without action. If the sponsoring agency wishes to receive confirmation that an application has been processed they must complete the request form confirmation sheet (Encl 2) and return it with the application. Once processed and approved the request form will be faxed back to you.

2. Sponsoring units must designate an individual or individuals to authenticate their activity's lists of personnel requesting an Installation Pass. This designation must be on a DD Form 577, Signature Card, signed by the unit/directorate/activity chief and filed with the Post Operations and Provost Marshal's offices. Authentication consists of verification of the employment of the individuals on the roster. Once authenticated, the sponsoring unit's designee(s) will sign a cover memorandum verifying authentication of the list(s). Only sponsors on signature cards will be authorized to authenticate rosters and forward to the Provost Marshal.

3. After authentication the sponsor will fax the application to the Provost Marshal at 384-0807/0832 for a series of checks including, but not limited to, Wants and Warrants, Bars, and FBI screening. This process takes approximately 14 working days.

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4. Once the screening process is complete the Provost Marshal will forward the application to Post Operations where the information will be logged and distributed to the Installation Pass section, and Provost Marshal.
5. After receiving an Installation I.D. the applicant should then proceed to the Provost Marshal's Office to obtain a vehicle pass. Applicants must provide a valid installation pass, driver's license, proof of insurance, vehicle registration and current IM inspection results, if applicable.
6. This authorization for access is subject to change based upon current Force Protection Condition (FPCON) levels. Access can be denied to installation pass holders at Force Protection Delta or anytime the Post Commander determines an increased level of threat.
7. Point of contact for this memorandum is SFC Steger, Fort Richardson FPNCO at 384-2199.

ENCL:  
as

//signed//  
DAVID L. SHUTT  
LTC, AR  
Post Commander

DISTRIBUTION:  
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## FORT RICHARDSON INSTALLATION PASS/ACCESS ROSTER REQUEST FORM

PLEASE CHECK THE APPROPRIATE BOX: PASS

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ACCESS

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### PRIVACY ACT STATEMENT

The Privacy Act requires that whenever personal information is requested from an individual which will be filed in such a manner that it will be retrievable by reference to the person's name, Social Security Number, or other personal identifier, the individual must be furnished a Privacy Act Statement that explains why the information is being collected so that the individual can make an informed decision whether to provide the requested information or not. The individuals' signatures below, signify they have read and understand this Privacy Act Statement and consent to the release of the requested information on this form.

**Authority:** 5 U.S.C. 301 Department Regulations; 10 U.S.C. 3013, Secretary of the Army; Army Regulation 190-13, The Army Physical Security Program and Executive Order 9397 (SSN)

**Principle Purposes:** To ensure positive identification of non-DoD individuals seeking access to U. S. Army Alaska Installations.

**Routine Uses:** None. The "Blanket Routine Uses" set forth at the beginning of the Army's Compilation of System Records Notices apply to this system.

**Disclosure:** Voluntary. However, failure to provide the requested information may result in denial of access to U. S. Army Alaska installations.

Company/Agency Name:			
Company/Agency Address:			
Company/Agency Phone Number:			
Contract Number (If Applicable):			
Contract Expiration Date (If Applicable):			
Sponsoring US Army Alaska Agency:		Sponsoring Agency Authorized Signature:	

Reason for requesting access to Fort Richardson:

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Access to Fort Richardson is requested for the following personnel of this Company/Agency (Use additional sheets if necessary)

Last Name	First	MI	SSN	Driver License Number & State	Individual's Signature	PM Office Only

Provost Marshal's Office: Approved Except as Noted Above:				Signature:		Date:
Post Commander's Office: Approved Except as Noted Above:				Signature:		Date:

**INSTALLATION PASS/ACCESS ROSTER  
REQUEST FORM CONFIRMATION**

**If you would like confirmation that your installation pass/access roster request has been processed please furnish the following information:**

**Request #**\_\_\_\_\_ (provide by sponsoring organization)

**Date of Request**\_\_\_\_\_

**Your Organization**\_\_\_\_\_

**Your Organization Point of Contact and phone number**\_\_\_\_\_

**Fax Number**\_\_\_\_\_

**Your installation pass/access roster request #\_\_\_\_\_ has been processed by the Post Commander's/Provost Marshal office. Everyone on this list has been approved and added to the access roster or forwarded to installation pass section. Please call and make appointment for installation pass – 384-0296.**

**The following individual/s will not be processed:**

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